

# **Radwinter Parish Council**

## **Minutes of the A G M 14 May 2007.**

Prior to the Meeting the Clerk announced the election of Helen Brown, Mark Halls, Kevin Moore and Nikki Sandy as Councillors, leaving 3 vacancies unfilled.

Present:

The meeting was held in the Village Hall and commenced at 7.30pm. Present were H Brown, S Graves, M Halls, J Harling, A Jarvis, K Moore, N Sandy, with the Clerk, R A Jones in attendance and Lady Suzanne Walker.

### **1. Apologies for absence:**

There were no apologies for absence.

### **2. Acceptance of office as Councillors:**

All completed the return which was countersigned by the Clerk

### **3/4 Election of Chairman:**

Kevin Moore was elected Chairman, and signed the acceptance of office.

### **5/6 Co-option of Councillors:**

Stephen Graves, Joanna Harling and Andrew Jarvis were co-opted and signed the acceptance of office

### **9 (out of order) Report from the County Councillor:**

Simon Walsh reported on the successful retaining of the No.18 bus service. He also reported on the CC involvement with Stansted Airport, in particular the assessment of surface transport needs both with and without a second runway. A seminar was held on 10thMay with BAA to discuss this. He feels that access to Stansted from here on minor roads may be a problem. He reported that Mrs Starkey was now Highways cabinet member. There will be a new format with Parish Councils having more responsibility for their roads budget. He provided a CC budget update for circulation and left the meeting. There was no report from the District Councillor.

### **7 Code of Conduct:**

The new Code of Conduct for Councillors had previously been circulated, including notes re easement of prejudicial interest in delegated responsibilities. The Council then adopted the mandatory provisions of the Model Code of Conduct set out in the Schedule to the Local Authorities (Model Code of Conduct) order 2007 together with paragraph 12(2) of the said code. The Councillors then completed and signed forms of Register of Members' Interests for return to UDC. The Clerk said that details explaining the Order would be circulated.

### **8 Appointment of officers and committees:**

The following appointments were made:

Vice-Chairman – held over

Highways & Road Safety – Cllr Sandy; Dave Smith is to be asked if he will continue the accident analysis.

Environmental Matters – Cllr Harling

Footpaths & tree officer – Cllr Halls

Web-site manager – Cllr Graves

Passenger transport representative – Marion Gilliam to be asked.

VHMC representative – Cllr Moore; Cllr Jarvis deputizing

Recreation Ground Committee reps: Cllrs Halls & Jarvis

EALC representative – held over

Police liaison officer – Cllr Moore

Staff & Structure – Cllrs Brown & Halls

Village Design Statement – Cllrs Brown & Sandy

Finance & Audit - To be restructured with a Finance Meeting to be held in December, followed by an audit meeting with Cllrs Moore, Halls & Jarvis (with the Financial Advisor) and another in May.

### **10(A) Minutes of previous meeting 16 April:**

Having been previously circulated were taken as read and signed by the Chairman.

### **10(B) Minutes of Annual Parish Council meeting 16 April:**

Having been previously circulated were taken as read and signed by the Chairman.

## **11 Continued items**

### **(A) traffic & transport:**

(i) Quiet Lanes: The Clerk read a letter from Hways Chelmsford stating that Water Lane does not fit their present pattern as part of a network. It was agreed to pursue traffic regulation with Hways Harlow.

(ii) Walden Road speed limit: The Clerk circulated a drawing from Hways of the proposed amendment to the restriction distance at the east pinch point. Clerk to remind them of wrong angle on pinch point, and signage in Water Lane.

(iii) Planned Parish Visit: The Clerk read a letter from Hways regarding a visit in March 08 of a team to undertake minor repairs, etc and requesting details of requirements. All Councillors to provide Clerk with known repair needs.

(iv) The Clerk reported on letters he has written to Mr Ringwelsci regarding parking in Water Lane, and to Mr Mitchell regarding East View possible development and traffic problems.

### **11(B) village improvement:**

(i) Recycling: The Clerk reported on discussions held with Environmental Services regarding green recycling and black rubbish collecting on the Rec. He was told that neither service was available, but that signs would be provided asking residents to

take material home. He was told to get one for the glass bottle site and another for the pavilion.

(ii) Village Sign: The designs from the school were given to the new Councillors for their opinion prior to selection.

## **12 ACCOUNTS**

### **(A) Statement:**

Funds at 1st May: Current Account: £ 8442; Reserve Account: £52444; Total Funds: £60886

### **(Bi) Finance Committee:**

The minutes having been circulated were taken as read and signed by the Chairman. It was agreed that future project planning would be a matter for the whole Council to discuss at a special meeting in December.

### **(Bii) Annual Accounts:**

Although the Accounts had been circulated they were found to be incorrect. They were corrected and re-circulated and the form from the external auditor signed by the Chairman. The external auditor has also requested a copy of our risk assessment scheme. Copies of this were circulated.

### **(C) Change of signatories:**

it was agreed that all Councillors would be signatories as previously. Clerk/RFO to make necessary arrangements to add Cllrs Graves, Harling and Sandy, and delete Hardisty, Simmonds and Smith.

### **(D) Current expenditure:**

Receipts: - UDC £3850 (◆ precept); John Bishop Partnership £1.40 (Parish Plan &pp); EALC £150 grant for parish plan/communications.

Payments: EALC £142.27 (mem'ship); R A Jones £66.44 (expenses); K Moore £56.48 (expenses)

Fin Com recommendation for Chairman's telephone expenses £48 pa was accepted.

Retrospective Payments: V Rae £110.45 (refund ad exp); RVMC £14 (hall hire); Viking £60.81 (stationery); Ridgeons £28.76 (hall handrail)

It was agreed to renew donation to Saffron Screen of £200. Cllr Sandy to find gifts for Councillors who have recently resigned.

Quote for grass cutting D Low £28/mile; ECC refund £29.39/Km. (already accepted)

Non payment of rent by James Cox £680 – Clerk to pursue through Small Claims Court.

Cllr Brown is seeking grants for bus shelter and Rec

## **13 Planning: Applications, decisions and related matters**

**Approved**

UTT/0297/07/FUL) – The Old Forge Walden Rd: 1 storey extn & annex – No objection

UTT/0298/07/LB )

UTT/0361/07/LB – Radwinter School: replacement windows – Tetu services – No Objection

### **Refused**

UTT/0331/07/FUL – Fox Reach Stocking Lane: 1 storey extn & Dble gge with living room – J Briggs

### **Circulated -**

It was agreed that future circulation would be by email

UTT/0756/07/FUL – The Plough PH: change of use of garden – A Haken

UTT/0796/07/FUL – 6-9 Princes Well: off-street parking – A Young

## **14 Reports**

(A) low-cost housing & VDS: Clerk & Cllr Brown to visit Sarah Laurence of UDC Planning to ascertain what additional requirements are for the VDS. Bidwells have offered to attend.

(B) Rec: Lady Walker was asked to speak and requested another meeting (possibly prior to their AGM on 18 June) with the Rec Committee as they wish to put forward a paper on future needs. Clerk will be contacting Viridor re funding after call from John Whitehead.

## **13 CORRESPONDENCE**

### **(a) Meetings**

Wens 16 May – RCCE info day VDS – Boreham 1pm

Thurs 17 May – police consultation – Thaxted 7.30pm

Fri 25 May – ECC consultation – Chelmsford 9.30am

Tues 5 June – EERA Gypsy event – Chelmsford 7pm

Tues 5 June – EALC Trg – Councillor Trg – Dunmow 9.30am (£50)

Wens 13 June – EALC Trg – Responsibilities of PC – Dunmow 9.30am (£30)

Wens 13 June – UDC Parish Liaison Mtg – SW 7.30pm

Tues 19 June – ECC transport info day – Chelmsford 2pm

Wens 27 June – ETP Fol workshop – Dunmow 9.30am (£30)

Wens 4 July – EALC chairman's day – Dunmow (£50)

It was noted that Councillors had difficulty in attending day-time meetings due to working

### **(B) Other**

Bidwell 20 Apr letter re cropping of field by East View Close

The Chairman guillotined further discussion due to time of 10.15pm

## **14 Next Meeting:**

Already arranged for Monday 9th July at 7.30pm